

Manasquan High School Enrollment for BOE Agenda: June 2023

Month: May 2023

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Full Time Student CLI	Total Student Count
Avon	20	1	0	0	0	21
Belmar	109	4	9	6	2	130
Brielle	218	4	2	2	3	229
Lake Como	37	1	0	0	1	39
Manasquan	260	6	2	0	1	269
Sea Girt	40	0	0	0	1	41
Spring Lake	38	0	1	0	1	40
Spr Lk Hts	134	2	0	2	1	139
Parent Paid	30	0	0	0		30
Employee Child	6	0	0	0		6
Tuition Free	4		1			5
Neptune & Pt. Plsnt					2	2
Totals	896	18	15	10	12	951
					TOTAL MHS	951
					TOTAL MES	506
					TOTAL ENROLLMENT	1,457

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2022-2023 school year**

	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
HIGH SCHOOL			
22-May	93.50	965.52	902.71
23-May	94.30	936.10	882.98
ELEMENTARY SCHOOL			
22-May	95.164	517	480.605
23-May	95.717	505.5	478.55

HIGH SCHOOL

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
May 9th	12:45p.m.	15 minutes		Lockdown Drill
May 24th	7:39a.m.	6 minutes		Fire Drill
May 9th	12:45p.m.	15 minutes		Lockdown Drill - CLI
May 24th	8:00a.m.	10 minutes		Fire Drill-CLI
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	
May 24th	1:00p.m.	10 minutes		Lockdown Drill
May 31st	2:20p.m.	3 minutes		Fire Drill

Manasquan High School

2022 - 2023 Tardy Report

	2947	Sept.	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Students Tardy 1 time	170	211	238	257	207	182	224	164	207		
Number of Students Tardy 2 times	49	78	83	86	62	57	78	53	79		
Number of Students Tardy 3 times	15	42	27	15	27	16	39	15	43		
Number of Students Tardy 4 times	5	25	14	4	12	7	14	14	12		
Number of Students Tardy 5 times	3	13	3	7	3	1	5	0	12		
Number of Students Tardy 6 times	0	5	2	3	2	0	7	3	5		
Number of Students Tardy 7 times	1	3	1	2		0	1	3	3		
Number of Students Tardy 8 times		1	1	1		1	0	1	1		
Number of Students Tardy 9 times		2				1	3	1	2		
Number of Students Tardy 10 times		1					1	1	2		
Number of Students Tardy 11 times							1	0	2		
Number of Students Tardy 12 times								0	0		
Number of Students Tardy 13 times								1	2		
Number of Students Tardy 14 times									1		
Number of Students Tardy 15 times											
Number of Students Tardy 16 times				1							
Number of Students Tardy 17 times											
Number of Students Tardy 18 times											
Number of Students Tardy 19 times											
Number of Students Tardy 20 times											
Totals	243	381	370	375	313	265	373	256	371	0	

Manasquan High School 2022 - 2023 Suspensions by Month

OUT OF SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL	
Knife/Blade	1										1	
Carry Over from 2021-22 School Year	1										1	
Suspended from Vocational		4	2					1	1		8	
Defiance		2									2	
Disrespectful to Staff		2									2	
Marijuana				1							1	
Smoking/possession of tobacco products						1					1	
Disrespectful to Student							1		1		2	
Misuse of the Internet/Electronic device									1		1	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
Totals	2	8	2	1	0	1	1	1	3	0	19	
IN SCHOOL SUSPENSIONS:												
Disruptive/inappropriate behavior	2							1			3	
Misuse of the Internet/Electronic device	1										1	
Disrespectful to student	1										1	
Truancy	1										1	
Cut Class		1					1				2	
Parking on Campus		1				1					2	
Smoking / Possession		2									2	
Saturday Detention No Show		1	1								2	
15 Lates			1								1	
Pushing / Shoving				1							1	
Defiance							1				1	
											0	
Totals	5	5	2	1	0	1	2	1	0	0	17	
TOTAL STUDENTS SUSPENDED	7	13	4	2	0	2	3	2	3	0	36	
TOTAL SATURDAY DETENTIONS	0	2	10	13	18	12	16	5	4		80	
STUDENTS SUSPENDED 1 TIME	15	TOTAL NUMBER OF SUSPENSIONS TO DATE										
STUDENTS SUSPENDED 2 TIMES	3											33
STUDENTS SUSPENDED 3 TIMES	4	TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE										
STUDENTS SUSPENDED 4 TIMES												22
STUDENTS SUSPENDED 5 TIMES												
STUDENTS SUSPENDED 6 TIMES												
STUDENTS SUSPENDED 7 TIMES												
STUDENTS SUSPENDED 8 TIMES												
STUDENTS SUSPENDED 9 TIMES												

Manasquan High School 2022 - 2023 Suspensions by Grade

OUT OF SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
Knife/Blade	1				1
Carry Over from 2021-22 School Year		1			1
Suspended from Vocational		7	1		8
Defiance		2			2
Disrespectful to Staff		2			2
Marijuana			1		1
Smoking/posession of tobacco products				1	1
Disrespectful to Student		2			2
Misuse of the Internet/Electronic device			1		1
					0
					0
					0
					0
					0
					0
					0
Totals	1	14	3	1	19
IN SCHOOL SUSPENSIONS:					
Disruptive/inappropriate behavior	2				2
Misuse of the Internet/Electronic device	1	1			2
Disrespectful to student		1			1
Truancy		1			1
Cut Class				2	2
Parking on Campus				1	1
Smoking / Possession				2	2
Saturday Detention No Show		1		1	2
15 Lates		1			1
Pushing / Shoving				2	2
Defiance	1				1
					0
Totals	4	5	0	8	17
TOTAL STUDENTS SUSPENDED	5	19	3	9	36
TOTAL SATURDAY DETENTIONS	14	26	15	25	80

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT
June 2023

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
#3	05/19/2023	9304923736	5494615283	Not HIB	Counseling with school counselor
MHS					
#4	05/23/2023	9988151642	9531752183	Not HIB	Counseling with school counselor

All victims received counseling.

Revised from previously approved determination on May 2023 report:

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MHS					
#3	05/01/2023	5308181219	7550408349 7022479822	Confirmed HIB as to student 7550408349 Not HIB as to student 7022479822	Counseling with school counselor Counseling with school counselor

All victims received counseling.

MANASQUAN SCHOOL DISTRICT

TITLE: TRANSITION COORDINATING TEACHER

- QUALIFICATIONS:**
1. Valid New Jersey Teacher of the Handicapped Certificate/Teacher of Students with Disabilities or eligibility.
 2. Experience in job placement, program development, and interaction with community support agencies desirable; Structured learning experience (CTE) required training completed.
 3. Experience in the classroom and with community-based instruction education.
 4. Advanced knowledge of Social Security, **Division of Developmental Disabilities (DDD), and Division of Vocational Rehabilitation Services (DVRS).**
 5. Knowledgeable of special education laws and procedures, middle/secondary school guidance program design, and career/educational information and placement.
 6. Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations.

REPORTS TO: ~~Director of Special School Counseling Services, and Building Principal, Supervisor of Special Education.~~ **Director of Special School Counseling Services, and Building**

JOB GOAL: To ~~enable help~~ students with disabilities achieve personal **independence through the development of individualized personal, educational, and occupational transition plans** fulfillment by providing them guidance and counseling services to enable students to create their own personal, educational, and occupational transition plans.

PERFORMANCE RESPONSIBILITIES:

Work Performance/Work Traits

1. Assists students in evaluating their aptitudes and abilities through a systematic transition from school to employment or school to college by identifying needs, interests, and preferences.

2. **Obtains appropriate off-campus job sites, work opportunities, and volunteer experiences for students of 16 years or older.** ~~Develops appropriate job sites and works with the students and staff at Manasquan High School in scheduling student placements.~~
3. Serves as liaison between the school and students' places of employment by monitoring their job performance and assisting in their job retention **through a minimum of one visit per site per student every ten days and completing and filing proper site visit documentation.**
4. **Serves as a liaison in the establishment of on-campus job opportunities for students who are in the high school program before they turn age 16.**
5. **Establishes job rotations for exploratory opportunities for students to match jobs based on student preference, interest, and ability.**
6. ~~4.~~ **Arranges Reviews and coordinates any program transportation needs through the child study team (CST) and central administration board office.**
7. **Provides job-embedded training to teachers and job coaches at work-based learning job sites.**
8. **Analyzes data collected by job coaches to ensure students are working toward independence based on individual needs, abilities, and job site placements.**
9. **Updates Individual Education Plans (IEP) to include information regarding job assignments, goals, and objectives related to work-based learning and provides quarterly IEP progress reports to reflect progression toward independence or mastery of work-based goals and objectives.**
10. ~~5.~~ **Trains CST Child Study Team and teachers, job coaches, and any other staff working with students in the community** in the development of individualized transition plans ~~and work closely with parents and students in the development of these plans.~~
11. ~~6.~~ **Attends IEP meetings and** conferences with parents/guardians, CST Child Study Team members, and instructional staff, as necessary, to review and update students' transitional goals, objectives, and activities.
12. ~~7.~~ **Maintains an current up-to-date manual covering all school-to-career transition procedures and activities.**
13. ~~8.~~ **Establishes and maintains** working relationships with post-secondary support agencies and service providers to facilitate transition planning.
14. ~~9.~~ **Develops and submits monthly reports to the Director of Special Services Supervisor of Special Education** documenting student progress and program outcomes.

15. ~~10.~~ Develops a positive rapport with special education students.
16. ~~11.~~ Participates in professional **development opportunities** ~~improvement programs and activities as requested by the Supervisor of Special Education~~ **to enhance job-related skills and knowledge in accordance with District procedures, guidelines, and budget allocations.**
17. ~~12.~~ Maintains up-to-date student transition portfolios.
18. ~~13.~~ Coordinates the preparation of recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
19. ~~14.~~ Works with teachers, administrators, and other professional staff members by providing information and assistance that will be beneficial to students' overall growth and development.
- ~~15. Assist staff in the resolution of school-related issues and problems pertaining to classified students.~~
- ~~16. Work to prevent students from dropping out of school and assist those individuals who leave school early to find alternative educational programs and/or employment opportunities.~~
20. ~~17.~~ Provides a transition orientation program for students with disabilities in high school, which may include orientation programs for students, parents, and staff.
21. ~~18.~~ Keeps the staff and community informed about the transition program.
22. **Works collaboratively with the Director of Special Services and CST to visit students placed out-of-district to determine potential placement in least restrictive environments in their home school and serves as a liaison for program site visits for prospective students and their families.**
23. **Manages and tracks expenditures for student bank accounts and prepares and submits invoices for reimbursements.**
24. **Manages and tracks receipts and invoices for program purchases.**
25. **Coordinates field trips for off-campus program activities and travel and prepares and submits appropriate field trip approval forms.**

Professional Improvement

- ~~19. Participate in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines, and budget allocations. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.~~

Other Assigned Tasks

26. ~~20.~~ Performs such other duties and assumes such other tasks as may be assigned by the Superintendent of Schools, Principal, or **Director of Special Services** ~~Supervisor of Special Education.~~

TERMS OF EMPLOYMENT: 10-month position. Salary as per guide in negotiated collective bargaining agreement with the Manasquan Education Association.

ANNUAL EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Teaching Staff.

Approved by: Manasquan Board of Education **Date:** June 11, 2019

Adopted: June 11, 2019
Revised: June 13, 2023